



Computer CORE

Absolutely Essential Skills

Instructor:

Classroom Navigator:

Date:



The Computer CORE Mission

- Close the Digital Divide
- Help students advance their careers
- Get students ready for further education
 - Computers
 - English
 - Math



Why take Absolutely Essential Skills?

- Computers are complicated
 - But they are powerful and valuable tools
- Too many students don't know where to begin
- You can't just start by studying Word or Excel
 - You can't learn math by starting with calculus
- The steps are logical
 - Hardware
 - Interconnectivity
 - Operating system (Windows)/Filing system
 - Applications



Who is who?

- Your volunteer instructor/Classroom Navigator:
- Who are you?
 - Are you in the right course?
 - What do you want from this course?
- What are your goals?
 - Improve my life
 - Look for new opportunities
 - Get a job or get a better job
 - Go on to higher education



Hardware and Software Requirements

- Does everyone have a laptop or a desktop computer?
- Does your computer have:
 - A keyboard and a mouse, touchpad, trackball?
 - A camera and a microphone?
 - Zoom?
 - Windows?
 - Apps like Word, Excel, and an Internet browser?
- If you need more support, the Help Desk is at:
866-977-3033 helpdesk@computercore.org



When this course is over: You will need to know

- Basic Computer Skills
 - How to turn on the computer and the monitor – and turn them off
 - How to use a mouse, trackball, or touchpad – to include the buttons
 - How to open a Window on your desktop
 - How to save and open files
 - How to connect to the Internet
 - How to open and send emails
 - How to use Zoom
- Online behavior
 - We are all adults
 - Show respect to all of your classmates
 - Never interrupt – raise your hand, use Chat, or use Q&A

Skills you already have

- You turned your computer on
 - You are connected to the Internet
 - You received emails from Computer CORE
 - You logged into Zoom and got into the class
-
- If you did not have these skills, you would not be in class right now



Basic ground rules

- Everybody in the class is at a different level
- You learn through repetition, participation, and practice
- Sometimes things are too fast, sometimes too slow or too basic
- Respect your classmates' problems: Try to help
- The volunteers are doing the best they can with the technology
 - Help them do their jobs better



You should be on camera!

- **Don't Panic!**

- Be properly dressed
- Be on time
- If you are late, enter quietly
- We are recording the class.
 - Links to the recordings will be in Slack
- If you have a question, raise your hand or type it in Chat or Q&A
- You disturb the entire class if you do not keep your microphone muted
- Unmute yourself only after the instructor recognizes you



Be on time!

- Class starts at **XXX PM Eastern Daylight Time**
- “If you are not 5 minutes early, you are late”
- The beginning of each class – the introduction – is important
- We will not start the class over for you
- Links to the class recording will be on Slack or on Google Classroom
- Do not do anything dangerous like drive badly or log onto class while you are driving if you are running late



Remember

- We are all friends
- It is important we work together
- It is OK to play and experiment with your computer
- Just don't hit it or throw it out of a window
- Make the machine do the work
- Set up your computer the way you want it



Using Zoom or Teams

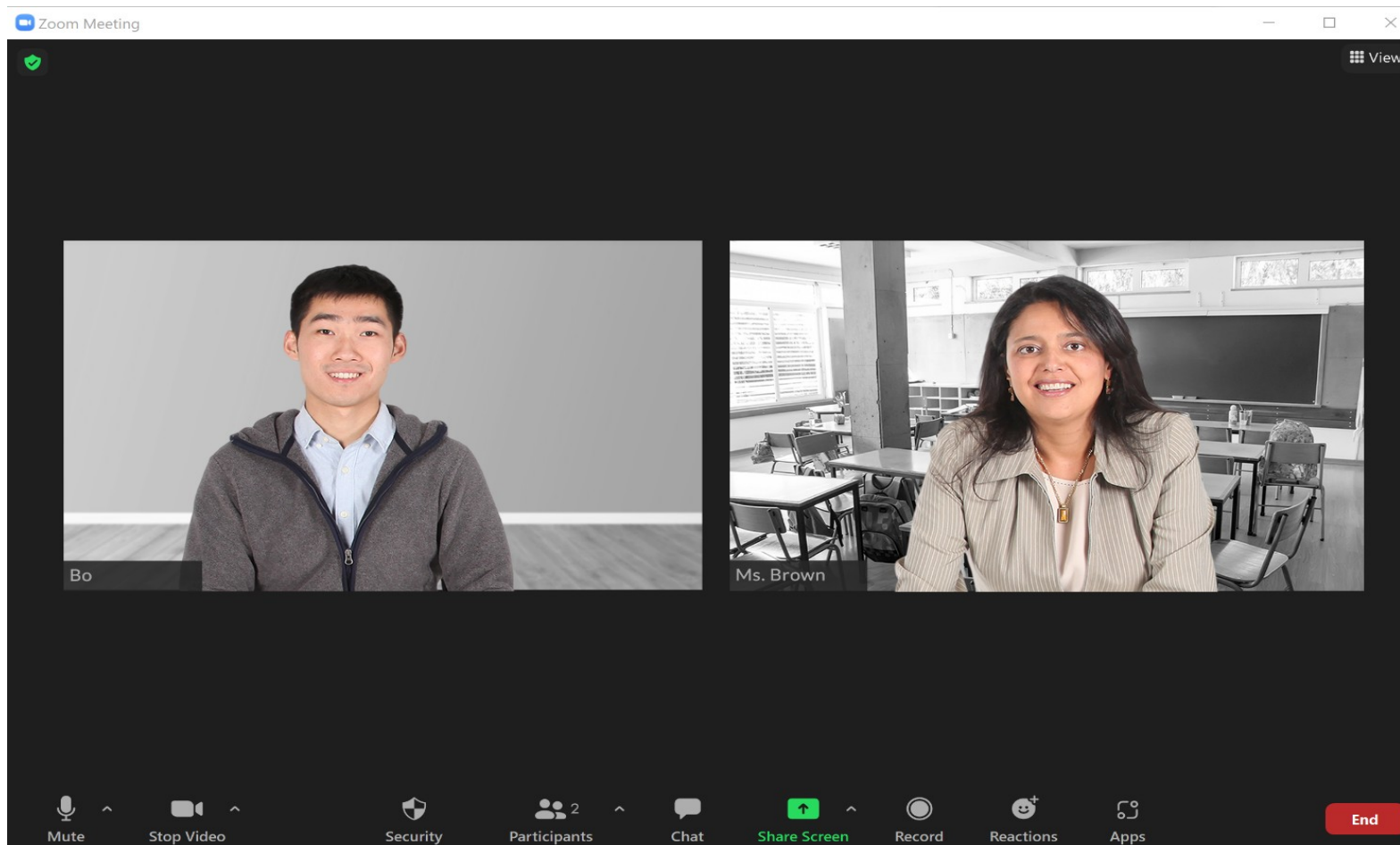
- Please mute your microphone
- Do NOT sit there confused
- Raise your hand or use Chat or Q/A if you have a question
- We will give you all the help you ask for...
- But...
 - You must ask
 - You must give us time to

On the next slides:

- Where is the mute button?
- How do I change my screen name?
- How do I raise my hand so I can ask a question?
- How does the Chat feature work?



Common Zoom Features



Not all ZOOM screens look alike

- Mute button
- Rename screen picture
- Stop Video button
- Participants list
- Chat button
- Share Screen
- Reactions button
- Ending the meeting

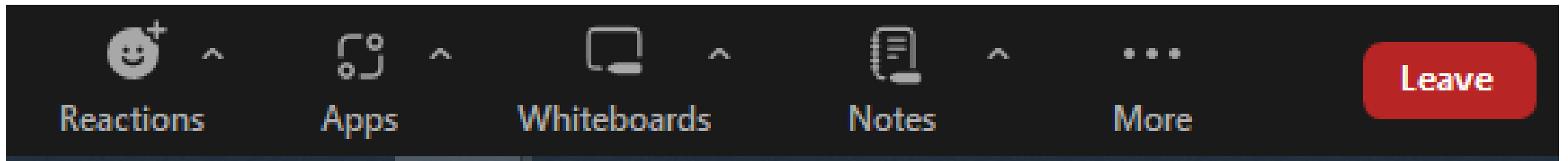
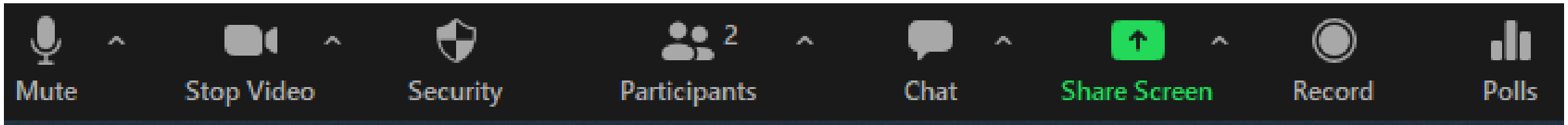
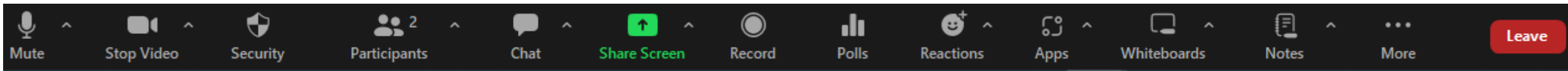
Try to look good

Make sure we can read your name

Capitalize the first letter of both your first name



Zoom Controls





The first essential skills

- What kind of computer do you have?
- How do you turn the computer (and monitor) on?
- How do you turn it off?
- How do you talk to the computer?
 - Keyboard
 - Pointing device (mouse, touchpad, trackball)
- How does the computer talk to you?
What is the monitor telling you?



What kinds of computers are there?

- Mainframe
- Desktop
- Laptop
- Tablet (iPad or ThinkPad)
- SmartPhone (iPhone or Android)







What is inside a computer?

- Processor
- Memory
 - RAM (Not permanent)
 - Permanent storage (Hard drive or Flash memory)
- Motherboard
 - Audio card
 - Video card
- External ports



What are other important parts of a computer?

Input devices

- Keyboard
- Pointing device (mouse, touchpad, trackball)
- Scanner
- Camera
- Removable

Output devices

- Monitor
- Speaker
- Printer
- Removable storage

power
ethernet
(rj45)

HDMI
USB
SD
card



Where can you store files?

1



2



3



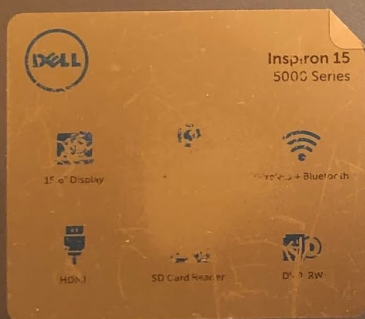
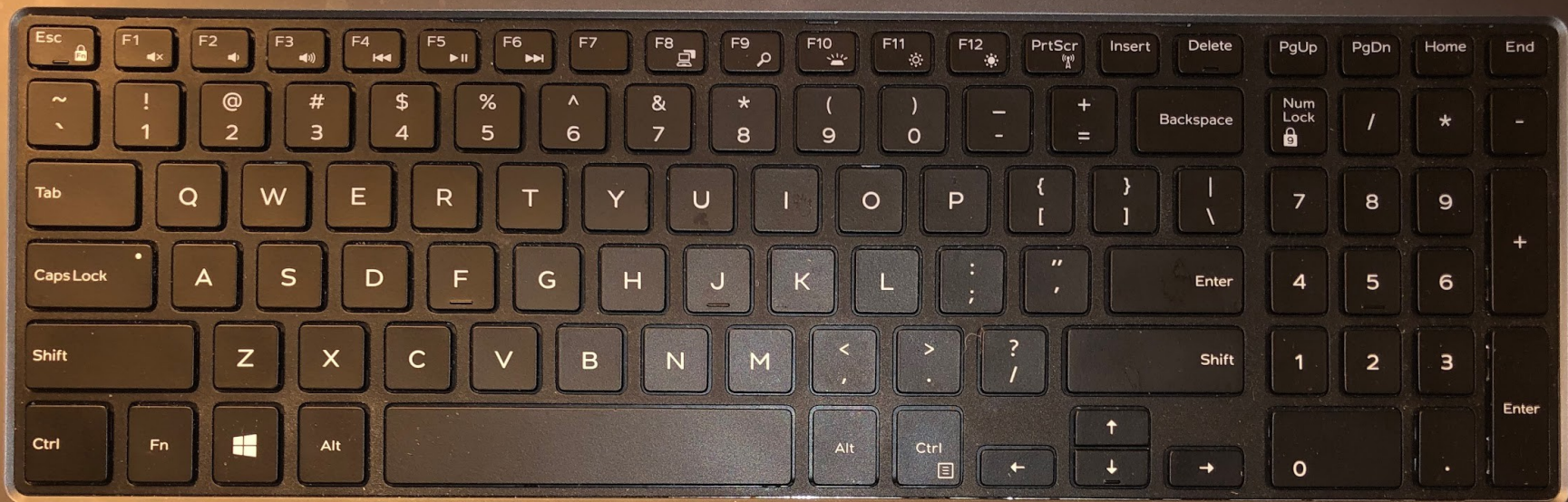
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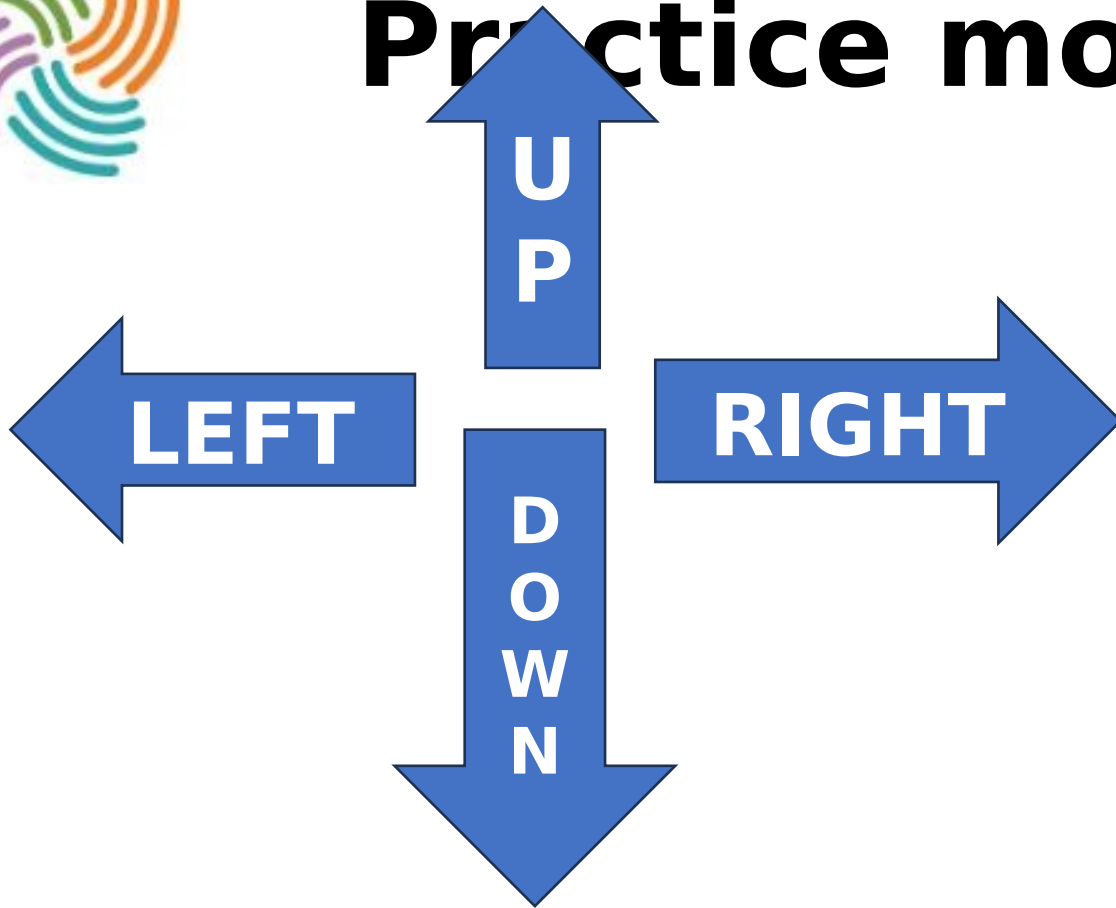
Using the mouse or touchpad

- Click
- Double-Click
- Right-Click
- Hover, highlight, drag-and-drop, scroll
- Practice moving the pointer
- What is the pointer telling you?

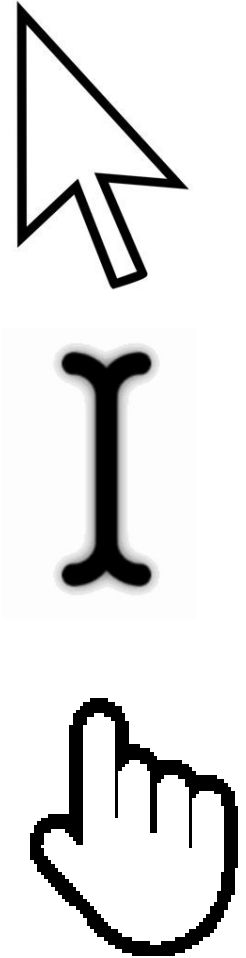




Practice moving the pointer



Hover
Highlight
Click
Double-
Click
Right-Click
Scroll



Mouse practice:

<https://mouse-practice.com/>

<https://pbc.gov/mousercise/mousercese.htm>



Using Slack

- You must have an email address
- https://join.slack.com/t/computercore/shared_invite/zt-1u2uldr45-ONvQY9njw_jYqBKFdy~dmw
- Log in with your email address or with either Google or Apple
- Slack will either email you a code or you can use your Google or Apple password
- You could get several prompts to open Slack
- On the left side of the screen you will see a channel for your courses
- The web address (the URL) and Passcode for the recording will be posted in a day or two



Helpful links about Slack

- <https://community.maryville.edu/s/article/How-do-I-install-and-access-Slack-on-my-computer>



Looking at a recorded lesson

- You need two things to access a Zoom recording:
 - The web address (also called the URL) of the recording
 - The Passcode
- Copy the Passcode by highlighting it, point to it, right click, and copy the Passcode
- Hold the Control key <Ctrl> on your keyboard and click on the web
- You will get a screen asking for the Passcode
- Paste the Passcode into the text box
- Start the recording
- You can stop or rewind the recording if you need to repeat parts of the recorded lesson



Example Zoom recording

This is a recording of an earlier class:

https://us06web.zoom.us/rec/share/r--Y8Ili9_kj5PQ2lqM7xvwktjvhDvIEYh0Vgr2HesH_15TGaa3X4JL0CbVVmXSR.6cjolsMikeEkāDJ6

Passcode: %SkQ10q&



Online resources

- Digitallearn (the updated AT&T site):
<https://www.digitallearn.org/>
- NorthStar Digital Literacy:
<https://www.digitalliteracyassessment.org/>
- Typing Club: <https://www.typingclub.com/>
- Typing Test: <https://www.typingtest.com/>
- Mouse practice: <https://mouse-practice.com/>
<https://pbc.gov/mousercise/mousercise.htm>



Congratulations!

Today we have discussed:

- The AES course overview and introductions
- Class Behavior
- Basic Zoom
- Hardware and Software
- Different Types of Computers
- Parts of a Computer
- Using the class recordings



Until our next class

- Review the recording
 - The link to the recording and to these slides will be on Slack and in Google Classroom
- Experiment with your computer for at least two hours
 - Open applications (apps) - Practice with your mouse or touch pad
- Find and use online resources
- If you have technical problems: Contact the help desk
- If you have other questions, send an email to your instructor or your Classroom Navigator



Questions?

We will see you online in the next class!